

Special Instructions for Reserve Jurors

Reserve jurors are on call for possible service from Monday through Thursday of the week they are scheduled. **You** will need to begin calling **(414) 985-6000** after 5:30 pm on the Friday prior to the week you are scheduled. That initial message will run all weekend.

Reserve jurors **should report to work** and make the necessary phone calls at the time stated on your summons.

The usual call-in times are 12:00 noon and 5:30 pm daily. Each time you call in you will be instructed when the next call time will be.

Reserve jurors may need to report to the Courthouse, located at 901 N. 9th Street, Room 106, or to the Children's Court Center, located at 10201 W. Watertown Plank Road when they are called in.

Reserve jurors are not paid unless they are called in.

If you make all of your calls and are not needed, you will still receive credit for serving and be ineligible for service for the subsequent four year period.

If you are **unable to be on call** please contact us to request to come in as a regular juror. Regular jurors are scheduled for Monday-Tuesday or Wednesday-Thursday of each week as Regular jury service is a two day service.

All jury service can be extended to the length of the trial for which you are selected.

Jury staff are not able to call reserve jurors due to the large number of jurors on call, so it will be the responsibility of each juror to make their phone calls to our Reserve Juror recording at the times designated.

Jury Services can be reached at 414-278-4468, Monday through Friday from 8:00 am - 5:00 pm.